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February 2, 2021

VIA FOIA Online

National FOIA Office  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (2310A)  
Washington, DC 20460

### **Freedom of Information Act Request**

To Whom It May Concern:

Pursuant to the Freedom of Information Act (FOIA), as amended, 5 U.S.C. §552, *et seq.*, COGENCY GLOBAL INC. would like to request a copy of the Presidential Transition Plans of 2020 for Environment Protection Agency (EPA). Also, we request both the official “Internal” and “External” Reports submitted as a result of agency transitional-review briefings. We would like to receive the responsive documents on a rolling basis.

We request that you provide us with accurate copies, or a complete and accurate account of the information requested. This is a commercial request. We agree to pay reasonable search and reproduction costs; however, if these costs exceed \$200.00, we request that you notify us before reproducing the documents.

We understand that we can expect a response within twenty (20) calendar days of your receipt of this letter. We prefer electronic copies of the documents, but if courier or overnight delivery is necessary, please contact us for delivery or pickup information.

If you have any questions about this request or require further information, please contact us at 800.494.5225 or [agency@cogencyglobal.com](mailto:agency@cogencyglobal.com).

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Joanna McCall".

Joanna McCall, Assistant Secretary  
On behalf of:  
COGENCY GLOBAL INC.  
800.494.5225  
[agency@cogencyglobal.com](mailto:agency@cogencyglobal.com)

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